

## **Internship Opportunity - Livable Frederick Office of Planning & Design**

Frederick County's Livable Frederick Office of Planning & Design is seeking a graduate student in Historic Preservation, Public History, or closely related field.

The intern will have an opportunity to gain professional public sector planning in a team environment, as well as to expand their professional network. Under the direction of the Historic Preservation Planner, the Graduate Intern will conduct special projects, research, and analysis regarding various historic preservation issues. At this time, the internship will be all virtual with flexible hours to accommodate the student's school schedule. If the internship is not for credit, compensation will be provided on an hourly basis at a rate of \$15.00 for 15-20 hours per week.

### **Primary Duties and Responsibilities:**

- Conduct research and write architectural descriptions of properties seeking local designation
- Prepare portions of reports for local historic designation process
- Assist with regular Historic Preservation Commission business
- Assist with supporting grant-funded projects which may include some research and grant administrative duties
- Assist with the Rural and Scenic Roads Advisory Committee
- Support public education and outreach efforts
- Participate in regular staff meetings as available

### **About Us:**

The Livable Frederick Planning & Design Office is Frederick County's comprehensive planning department, which houses a growing Historic Preservation Program. Ongoing Program efforts include:

- Developing historic and cultural heritage components of County planning documents.
- Administering the County's Rural Historic Preservation Grant Program.
- Partnering with the African American Resources Cultural and Heritage Society in the preparation of the first countywide African American Historic Context Statement and Cultural Resource Survey.
- Managing the Frederick County Register of Historic Places, including working directly with property owners interested in nomination to the Register.
- Developing the County's first Rural Historic Preservation District.

### **To Apply:**

Please email Kimberly Golden Brandt at [kgbrandt@FrederickCountyMD.gov](mailto:kgbrandt@FrederickCountyMD.gov) with your resume and a statement explaining your interest in this internship opportunity.